

WC 10-101

**STATE OF ILLINOIS  
ILLINOIS COMMERCE COMMISSION**

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**APR 20 2010**

**Federal Communications Commission  
Office of the Secretary**

**83 ILLINOIS ADMINISTRATIVE CODE  
PART 200  
PRACTICE IN PROCEEDINGS BEFORE THE  
ILLINOIS COMMERCE COMMISSION  
(General Order 154)**

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**Section 200.270 Repeal of Prior Rules**

This Part shall become effective on January 15, 1960 and shall supersede all other rules of practice and procedure covering subject matter embraced in this Part.

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**Section 200.260 Construction of Rules**

This Part shall not be construed to abrogate, modify or limit any rights, privileges or immunities granted or protected by the Constitution or laws of the United States or the Constitution or laws of the State of Illinois.

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**Section 200.250 Suspension or Modification of Rules**

This Part may be suspended or modified by the Commission, in whole or in part, in the interest of justice. The Commission reserves the right to waive compliance with any of these rules whenever, in its judgment, no party will be injured thereby.

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**Section 200.240 Computation of Time**

The time within which any act under this Part is to be done shall be computed by excluding the first day and including the last, unless the last day is Sunday or is a holiday as defined or fixed in any statute now or hereafter in force in this State, and then it shall also be excluded. If the day succeeding such Sunday or holiday is also a holiday or a Sunday, then such succeeding day shall also be excluded.

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**Section 200.200 Substitution of Parties**

The Commission in a proper case may, upon motion, order a substitution of parties.

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**Section 200.210 Continuances and Extensions of Time**

Continuances and extensions of time may be granted or denied by the Commission or the Examiner upon good cause shown.

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**Section 200.220 Minutes and Records**

- a) Minutes of every meeting of the Commission will be kept by the Chief Clerk of the Commission. Such minutes will be kept at the Springfield office of the Commission and a copy thereof at its Chicago office.
- b) The Chief Clerk of the commission shall be the official custodian of all papers and documents filed in proceedings before the Commission.

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SEP 24 1984

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**Section 200.230 Copy of Rules on Appeal**

The Chief Clerk of the Commission will include a copy of this Part in the record on appeal from any order or rule of the Commission whenever requested to do so.

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**Section 200.190 Notice of Appeal**

Notice of appeal from any order or decision of the Commission to the Circuit or Supreme Court shall be by filing five copies thereof with the Chief Clerk of the Commission, together with proof of service thereof and by complying with the provisions of Section 68 of "An Act concerning public utilities."

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SEP 24 1984

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**Section 200.180 Applications for Rehearing or Reconsideration**

Applications for rehearing or for reconsideration of the Commission's order on the record made or for modification of any Commission action, shall be made in writing and shall state specifically the grounds relied upon. If rehearing is sought upon the ground of introducing new or further evidence, the nature and purpose of the evidence to be introduced shall be briefly stated supported by affidavit showing why such evidence was not available at the time of the hearings.

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SEP 24 1984

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**Section 200.170 Additional Hearings**

- a) Application for a hearing concerning any rule, decision or order which the Commission is authorized to issue without a hearing and so issues, shall be made by any public utility or other person or corporation affected thereby in writing pursuant to Section 65 of "An Act concerning public utilities." Ten copies thereof shall be filed with the Commission. Thereupon, the Commission shall serve those parties whom it determines to be interested in the proceeding with notice of the filing of the application for hearing and if a preliminary hearing is considered necessary before determining on a formal hearing, of the date set for such preliminary hearing.
- b) Applications for further hearing in proceeding after final submission, but before decision, shall be made in writing, and shall state specifically the reasons therefor. If the application seeks leave to introduce further evidence, the nature and purpose of the evidence to be adduced shall be briefly stated and supported by affidavit, and it shall appear that such evidence is not merely cumulative. Ten copies of applications for further hearing shall be filed with the Commission, together with proof of service thereof.

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SEP 24 1984

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**Section 200.160 Briefs, Oral Argument, and Draft of Suggested Order**

- a) In case there is an Examiner's report, exceptions and supporting briefs may be filed within twenty days after such report has been served. Opposing parties shall have ten days in which to file reply briefs.
- b) In case there is to be no Examiner's report, any party may at the close of the hearing request of record an opportunity to file briefs. The Examiner or the Commission shall fix a reasonable time for the filing of the respective briefs of each party. In tariff "investigation and suspension" proceedings the respondent, unless otherwise agreed by the parties, shall file the opening and reply briefs. In all other proceedings, the petitioner, applicant or complainant, respectively, shall file the opening and reply briefs, and respondent shall file a brief in answer to the opening brief. Where several proceedings are heard on a consolidated record, the Examiner or the Commission shall designate the order and manner of filing briefs. The Examiner or the Commission in all cases shall determine the order in which intervenors shall be permitted to file briefs.
- c) Ten copies of exceptions and briefs shall be filed with the Commission, together with proof of service thereof.
- d) Any party may request an opportunity for oral argument before the Commission at any hearing, or by noting such request upon the cover page of any brief, or by making an appropriate motion. The granting of oral argument shall be discretionary with the Commission and if granted the parties will be notified by the Commission of the date set for such oral argument, and all parties will be given an opportunity to be heard. The time limitations upon the argument shall be determined by the Commission having regard to the magnitude and complexity of the issues involved and other business of the Commission. Such argument will be transcribed and bound with the transcript of testimony.
- e) In case there is to be no Examiner's report, any party may submit to the Commission a draft of a suggested form of order within ten days of the close of the hearings or such further time as may be set by the Examiner. Ten copies of such draft shall be filed with the Commission, together with proof of service thereof.

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SEP 24 1984

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**Section 200.150 Examiner's Report**

- a) At the close of the hearing, any party may request of record that the Examiner prepare a report containing a proposed order recommended for entry by the Commission. In making such request, the party or his attorney shall show of record that the request is directed to the merits of the case and is not made for the purpose of delay. If the Commission approves the request, it shall be the duty of such party, by a short date to be designated by the Commission, to file suggested findings of fact and conclusions of law, and all other parties shall be given an opportunity to file suggested findings and conclusions on their own behalf. The failure of the party making a request for such a report to file suggested findings and conclusions within the time fixed shall be held and treated as a waiver of such request.
- b) Suggested findings shall refer by appropriate references to the transcript of record and exhibits. Suggested findings or conclusions may be accompanied by appropriate argument and memoranda of law. Five copies of such findings, conclusions, argument and memoranda shall be filed with the Commission unless additional copies are requested by the Examiner or Commission, together with proof of service.
- c) After suggested findings and conclusions have been filed, the Examiner shall prepare a report and a copy thereof will be served upon each party whose appearance is of record or his attorney. Such report shall contain a sufficient statement of the case, all necessary findings of fact and conclusions of law, and a paragraph or paragraphs containing a suggested order or orders.
- d) Any party may file exceptions to such Examiner's report, together with supporting brief, as provided in Section 200.160 (a) and (c).
- e) The failure of any party to request an Examiner's report, or to file suggested findings or conclusions, or exceptions to the Examiner's report, shall not be deemed a waiver of any objection to the order or orders entered by the Commission in such proceedings.

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SEP 24 1984

**Section 200.140 Documentary Evidence**

- a) When a party desires to offer in evidence any portion of the record in any other proceeding, such portion shall be offered in the form of an exhibit unless otherwise stipulated by the parties.
- b) When any material or relevant matter offered in evidence by any party is embraced in a book, paper or document containing other matter not material or relevant, the party offering the same shall plainly designate the matter so offered. If, in the judgment of the Examiner, such immaterial or irrelevant matter would unnecessarily encumber the record, such book, paper or document will not be received in evidence as a whole, but the material or relevant portions thereof, if otherwise admissible, may be read into the record or a true copy thereof supplied in the form of an exhibit.
- c) When an exhibit of a documentary character is marked for identification and offered in evidence, three copies thereof shall be furnished to the Examiner for the Commission's files and, upon request, one copy to each party whose appearance is of record or his attorney. In proceedings under the Illinois Motor Carrier of Property Law, the Examiner may accept an exhibit when only one copy is filed, if in his opinion additional copies will not be required and if the party tendering the exhibit agrees to furnish two additional copies promptly if subsequently requested to do so.
- d) Whenever possible, the parties should interchange copies of exhibits or other pertinent material before the hearing at which they are to be offered, at the same time sending a copy thereof to the Examiner assigned to the case.

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SEP 24 1984

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**Section 200.130 Depositions**

During the pendency of any proceeding, the Commission or its Examiner, either upon its or his own motion or upon application in writing by any party, may cause the deposition for use as evidence in the proceeding of any witness residing within or without the State to be taken in the manner provided by law for depositions in civil actions in the courts of this State, and to that end may compel the attendance of witnesses and the production of books, papers, accounts and documents. Except under special circumstances and for good cause shown, no deposition may be taken except upon fifteen days' prior notice to all parties.

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SEP 24 1984

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**Section 200.120 Subpoenas**

- a) Subpoenas for the attendance of witnesses from any place in the State of Illinois, or for the production of books, papers, accounts or documents at a hearing in a pending proceeding, will be issued by the Commission or Examiner upon its or his own motion, or upon application in writing incorporating a showing that any such subpoena is reasonably required.
- b) Applications for subpoenas to compel the production of books, papers, accounts or documents shall be verified, and shall specify as nearly as may be the books, papers, accounts or documents desired and the material or relevant facts to be proved by them.
- c) Service of subpoenas and payment of witness fees shall be as provided in Section 62 of "An Act concerning public utilities."

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SEP 24 1984

SOS - ISL - CODE UNIT

official reporter and the Examiner. If suggested corrections are not objected to, the Examiner will direct the corrections to be made and the manner of making them. In case the parties disagree on suggested corrections, they may be heard by the Examiner, who shall then determine the manner in which the record shall be changed, if at all.

- j) Any ruling by an Examiner may be appealed to the Commission, but failure to make such motion shall not operate as a waiver of any objection to such ruling. The party appealing from a ruling shall forthwith submit in writing the question for appeal together with any offer or proof for certification by the Examiner and file the same with the Chief Clerk who shall bring it before the Commission as in the case of motions. Only in extraordinary circumstances shall an appeal from a ruling of an Examiner suspend a hearing.
- k) No exceptions need be taken to any ruling or action of the Commission or its Examiner.
- l) With the approval of the Examiner and after service of copies upon all parties of record, the prepared testimony of a witness upon direct examination, either in narrative or question and answer form, may be incorporated in the record as if read, upon the witness being sworn and identifying the same. Such witness shall be subject to cross-examination and the prepared testimony incorporated in the record subject to a motion to strike.

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SEP 24 1984

**Section 200.110 Conduct of Hearings**

- a) All hearings conducted in any proceeding shall be open to the public. At least ten days' notice of the time and place of the first hearing will be given to all parties; where the subject of a proceeding relates to the rates or other charges or services within any municipality, at least twenty days' notice will be provided to such municipality, except in case of emergency. In ex parte proceedings, hearings may be held immediately in the discretion of the Commission. Hearings may be held at such reasonable place in the State and at such reasonable time designated by the Commission or its Examiner as may be consistent with the nature of the proceedings and the convenience of the parties.
- b) Hearings will be conducted by a Commissioner, Examiner or other officer of the Commission designated by the Commission, herein called "Examiner".
- c) The Examiner shall have authority to conduct hearings and prehearing conferences, to administer oaths, to examine witnesses, and to rule upon the admissibility of evidence and amendments to pleadings.
- d) The Examiner shall direct all parties to enter their appearances on the record.
- e) At hearings in tariff "investigation and suspension" proceedings the respondent shall open and close. At hearings in all other proceedings the petitioner, applicant or complainant, respectively, shall open and close. Where several proceedings are heard on a consolidated record, the Examiner shall designate who shall open and close. The Examiner in all cases shall determine at what stage intervenors shall be permitted to offer evidence.
- f) Parties may by stipulation agree upon any facts involved in the proceeding. The facts stipulated shall be considered as evidence in the proceeding; provided that the Commission may require proof of any fact by evidence where matters of public interest are involved.
- g) At any stage of the hearing, or after all parties have completed the presentation of their evidence, the Commission or its Examiner may call upon any party or the staff of the Commission for further material or relevant evidence upon any issue.
- h) The Commission will designate an official reporter to make and transcribe a stenographic record of hearings in all proceedings, and will provide for such copies of the transcript as it may require for its own purposes. No copies of the transcript will be furnished to parties by the Commission, but copies may be obtained from the official reporter upon payment to him of appropriate charges.
- i) Suggested corrections to the transcript of record may be offered within ten days after the transcript is filed in the proceeding, unless the Commission or its Examiner permits suggested corrections to be offered thereafter. Suggested corrections shall be served upon, or brought to the attention of, each party whose appearance is of record or his attorney. **FILED**

SEP 24 1984

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**Section 200.100 Prehearing Conferences**

- a) Purpose. Upon written notice by the Commission or examiner in any proceeding, parties or their attorneys may be directed to appear at a specified time and place for a conference, prior to or during the course of hearing, for the purpose of formulating issues and considering:
- 1) The simplification of issues;
  - 2) The necessity or desirability of amending the pleadings either for the purpose of clarification, amplification or limitation;
  - 3) The possibility of making admissions of certain averments of fact or stipulations concerning the use by either or both parties of matters of public record, such as annual reports and the like, to the end of avoiding the unnecessary introduction of proof;
  - 4) The procedure at the hearing;
  - 5) The limitation of the number of witnesses;
  - 6) The propriety of prior mutual exchange between or among the parties of prepared testimony and exhibits; and
  - 7) Such other matters as may aid in the simplification of the evidence and disposition of the proceeding.
- b) Facts disclosed privileged. Facts disclosed in the course of the prehearing conferences are privileged and, except by agreement, shall not be used against participating parties either before the Commission or elsewhere unless fully substantiated by other evidence.
- c) Recordation and order. Action taken at the conference shall be recorded in an appropriate ruling by the examiner or Commission, unless the parties enter upon written stipulation as to such matters, or agree to a statement thereof made on the record by the examiner or Commission.
- d) Objections. If a ruling is entered, a reasonable time shall be allowed to the parties to present objections thereto before the Commission.

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SEP 24 1984

SOS - ISL - CODE UNIT

of appeal shall be served by the party filing same upon each party whose appearance is of record, and when filed, shall be accompanied by proof of service upon all such parties.

- d) Service shall be made by delivering in person or by depositing in the United States mail, properly addressed with postage prepaid, one copy to each party entitled thereto. When any party or parties have appeared by attorney, service upon the attorney shall be deemed service upon such party or parties. Notices under the Illinois Motor Carrier of Property Law shall be served as provided in Section 18-803 of that Law.
- e) Proof of service of any paper shall be by certificate of attorney, affidavit or acknowledgment.
- f) All papers to be served by the Commission shall be accompanied by copies in sufficient number to enable the Commission to transmit one copy to each party and to retain three copies for its files. Where papers are to be served by a party, three copies shall be filed with the Chief Clerk of the Commission, except where a different number is specifically required by this Part.

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SEP 24 1984

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**Section 200.90 Service**

- a) Formal complaints and petitions in the nature of complaints (excluding those named in paragraphs (b) and (c) below) will be served by the Commission only.
- b) Petitions, applications, answers, intervening petitions, supplemental complaints and petitions, amendments to pleadings, written motions, affidavits in support of such motions, and notices shall be served by the party filing same upon all parties to the proceeding, and when filed shall be accompanied by proof of service upon all parties.

It is further provided that:

- 1) A public utility filing an application under Section 55 of the Public Utilities Act for a Certificate of Public Convenience and Necessity to construct facilities upon or across privately owned tracts of land, shall attach to such application when filed with the Commission a list containing the name and address of each record owner of such land as disclosed by the records of the Tax Collector of the county wherein such land is located, as of not more than thirty (30) days prior to the filing of such application. The Commission shall notify such record owners of the time and place scheduled for the initial hearing upon such application. The foregoing provisions for notice to record owners shall not be deemed jurisdictional and the omission of the name and address of a record owner from such list or lack of notice shall in no way invalidate a subsequent order of the Commission relating to said application.
- 2) Where a public utility files an application under Section 55 of the Public Utilities Act, the requirements of subparagraph (b)(1) hereof shall apply only if such application requests certificate authority to construct particular facilities at specified locations and shall apply with respect to such construction.
- 3) Where a public utility files an application under both Section 55 of the Public Utilities Act and under the Gas Storage Act (Ill. Rev. Stat. 1981, ch. 96 ½, pars. 5501-5508), the utility's compliance with the notice requirements of the Gas Storage Act will be deemed to be in compliance with the requirements set forth in subparagraph (1) hereof.
- 4) Persons filing applications under Section 18-601 of the Illinois Motor Carrier of Property Law (Ill. Rev. Stat. 1981, ch. 95 ½, par. 18-601) which are subject to the service and notice requirement of Section 18-601 of that Law shall comply with the requirements of that section and regulations of the Commission issued thereunder, and submit proof of such compliance at the initial hearing.
- c) Suggested findings of fact and conclusions of law, exceptions to Examiner's reports, briefs, drafts of suggested forms of order, applications for further hearing or rehearing and notices

**Section 200.80 Form of Papers**

- a) All papers filed in any proceeding shall be typewritten or printed.
- b) If typewritten, the impression shall be on one side of the paper, and lines shall be double spaced, except that long quotations may be single spaced, and indented. Mimeographed, multigraphed, hectographed, photostated or planographed papers, and the like, will be accepted as typewritten.
- c) If printed, the paper shall be unglazed, and the printing shall be in clear type adequately leaded.
- d) All papers, except exhibits, shall be cut or folded so as not to exceed a width of 8 ½ inches and a length of 14 inches, and shall have inside margins not less than 1 inch wide. Whenever practical, all exhibits of a documentary character shall conform to said requirements of size and margin.
- e) The original copy of a pleading, written motion, notice, or application for further hearing or rehearing shall be signed in ink by the party filing the paper, or by an officer, agent or attorney thereof; provided that petitions filed under Section 27 of "An Act concerning public utilities" shall be signed by the persons specified in that section.
- f) Pleadings, written motions, notices, and applications for further hearing or rehearing shall contain the address of the party filing the paper or, if represented by an attorney, the name, business address and telephone number of such attorney.

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SEP 24 1984

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**Section 200.70 Motions**

- a) Motions may be presented requesting a more sufficient pleading, a bill of particulars, the striking of irrelevant, immaterial, scurrilous or unethical matter, the addition of necessary parties, the dismissal of improper parties, the dismissal of the proceeding for want of jurisdiction or want of prosecution, the quashing of a subpoena, the postponement of an effective date of an order, the extension of time for compliance with an order, or such other relief or order as may be appropriate.
- b) Motions, unless made during a hearing, shall be made in writing, shall set forth the relief or order sought and shall be filed with the Chief Clerk of the Commission who shall bring it before the Commission or examiner at the earliest convenient time. The requirement of writing is fulfilled if the motion is stated in a written notice of the motion. Motions based on matter which does not appear of record shall be supported by affidavit.

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SEP 24 1984

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**Section 200.60 Amendments to Pleadings**

Amendments to pleadings may be allowed upon proper motion at any time during the pendency of the proceeding on such terms as shall be just and reasonable.

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SEP 24 1984

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**Section 200.50 Answers**

- a) Answers to formal complaints, petitions and applications shall be filed with the Commission within fifteen days after the day on which such complaint or petition is served upon the respondent unless otherwise ordered. If any respondent fails to file an answer, issue as to such respondent will be considered joined. Answers shall contain an explicit admission or denial of each allegation of the pleading to which they relate and a concise statement of the nature of the defense.
- b) The original copy of an answer shall be verified by the pleader, or by an officer, agent or attorney thereof.
- c) Answers to petitions in intervention and amended or supplemental pleadings need not be made unless respondent so elects; and in case answers are not made, issue will be considered joined. Such answers, if made, shall conform to the requirements of paragraphs (a) and (b) of this Section.
- d) If respondent satisfies a formal complaint during the pendency of the proceeding, a statement to that effect signed by the opposing parties or their attorneys should be filed in triplicate together with a motion requesting a dismissal of the proceeding or of such respondent if there is more than one respondent.

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SEP 24 1984

SCS - ISL - CODE UNIT

- 1) "Intervening petitions" shall contain
  - A) the name of the petitioner seeking leave to intervene;
  - B) a plain and concise statement of the nature of such petitioner's interest;
  - C) a prayer for leave to intervene and be treated as a party to the proceeding; and
  - D) if affirmative relief is sought, specific prayers for such relief, which may be in the alternative.
- 2) Any affirmative relief requested shall be germane to the issues. Intervening petitions shall be presented upon or prior to the day the proceeding in which intervention is sought is first called for hearing of evidence, but not afterwards except for good cause shown. In tariff "investigation and suspension" proceedings, intervening petitions may be presented to the Commission on the first day of the hearing of evidence without prior notice to the parties. Admission of a person, corporation, association or public authority as an intervenor shall not constitute a recognition by the Commission that such party might be affected by any order or rule entered in the proceeding.
- f) Supplemental formal complaints and petitions may be filed setting forth matters which have arisen after the proceeding was instituted.
- g) The original copy of formal complaints, petitions, applications, intervening petitions, supplemental formal complaints and supplemental petitions shall be verified by the pleader, or by an officer, agent or attorney thereof; provided that petitions filed under Section 27 of "An Act concerning public utilities" shall be verified as required by that section.
- h) If, at the time a petition, application or formal complaint is transmitted to the Commission, the Commission is advised by the petitioner, applicant or complainant that the probable duration of the presentation of his case may exceed one day, the Commission, whenever possible, shall set the hearing for consecutive dates.
- i) Complaints, applications or petitions which are not prosecuted diligently shall be dismissed for want of prosecution. Failure to appear at a hearing without previously notifying the Commission or the Examiner and parties of record of inability to appear shall be grounds for dismissal.

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SEP 24 1984

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**Section 200.40 Complaints and Petitions**

- a) Complaints may be informal or formal.
- b) "Informal Complaints"
  - 1) "Informal complaints" may be presented in person, or by letter or other writing. Such complaints will not be docketed, will not initiate a proceeding, and will not arrest the running of any limitation period. Matters informally presented will, if their nature so warrants, be taken up by the Commission, or an authorized officer thereof, by correspondence or conference with the person or corporation complained of in an endeavor to bring about an adjustment of the informal complaint. A written informal complaint shall set forth the name and address of the maker, the name and address of the person or corporation against whom such complaint is made, and a brief statement of the facts forming the basis of such complaint. The presentation of an informal complaint shall be without prejudice to the right to file a formal complaint.
  - 2) Any public utility may make application to the Commission for authority to waive collection or refund any excessive or unlawful amount assessed or collected for any product or commodity furnished or for any service rendered. Such application must be filed with the Commission within one year from the time the product, commodity or service was furnished or performed and will be deemed the equivalent of a formal complaint and an answer thereto admitting the matters stated in the application. If the application is granted, an appropriate order will be entered.
- c) "Formal Complaints" shall contain;
  - 1) the name of complainant and the name and address of any respondent;
  - 2) a plain and concise statement of the nature of complainant's interest and the act or things done or omitted to be done in violation, or claimed to be in violation, of the Public Utility Acts, or of any order or rule of the Commission; and
  - 3) specific prayers for relief, which may be in the alternative.
- d) Petitions and Applications
  - 1) "Petitions" and "Applications" shall contain
    - A) the name of petitioner or applicant and the name and address of any respondent;
    - B) a plain and concise statement of the nature of petitioner's or applicant's interest and the facts relied upon as a basis for the relief sought; and
    - C) specific prayers for relief, which may be the alternative.
  - 2) Petitions filed under Section 27 of "An Act concerning public utilities" (Ill. Rev. Stat. 1981, ch. 111 ¾, par. 27) shall comply with the requirements of that Section.
- e) Intervening Petitions

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SEP 24 1984

SOS - ISL - CODE UNIT

- c) The Commission or its Examiner (as defined in Section 200.110(b)) may permit all persons, corporations, associations or public authorities to be heard but they shall not be parties to the proceeding unless so designated in paragraph (a) of this Section; however, in the event of proceedings pursuant to Section 2.02 (c) of the Regional Transportation Authority Act (Ill. Rev. Stat. 1981, ch. 111 ½, par. 702.02(c)) the Commission or its Examiner shall permit all persons, corporations, associations or public authorities to be heard in a manner appropriate to such a proceeding.

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SEP 24 1984

SOS - ISL - CODE UNIT

**Section 200.30 Parties**

- a) The parties to proceedings before the Commission are complainants, petitioners, applicants, respondents and intervenors.
- 1) "Complainants" are persons, corporations or associations who complain to the Commission by formal written complaint of any act or things done or omitted to be done in violation, or claimed to be in violation, of Acts of the General Assembly whereunder jurisdiction is conferred upon the Commission (hereinafter called "Public Utility Acts"), or of any order or rule of the Commission. The Commission shall be deemed a complainant in any proceeding initiated on its own motion.
  - 2) "Petitioners" and "Applicants" are parties who by written petition or application apply for or seek relief under any provision of the Public Utility Acts or any order or rule of the Commission, and who are not otherwise designated in this Part.
  - 3) "Respondents" are parties against whom a complaint or petition is filed, or who by reason of interest or possible interest in the subject matter of a petition or application or the relief sought therein are made respondents, or to whom an order is directed by the Commission initiating a proceeding, including public utilities which have filed tariff schedules that are suspended for investigation by the Commission.
  - 4) "Intervenors" are persons, corporations, associations or public authorities who, upon written petition, are permitted to intervene in any proceeding before the Commission; provided that, in the case of any inquiry, investigation or hearing on any matter relating to rates or other charges or services within any city, such city may become a party to the proceeding and an intervenor by filing with the Commission the written appearance of its attorney.
- b) Any party may appear and be heard by an attorney at law authorized to practice in the State of Illinois; attorneys admitted to practice in states other than Illinois may appear and be heard upon special leave of the examiner in particular cases. A natural person may appear and be heard in his own behalf. A corporation or association may appear and present evidence by any bona fide officer, employee, or representative. Only persons admitted to practice as attorneys and counselors at law shall represent others in proceedings before this Commission in any matter involving the exercise of legal skill or knowledge. All persons appearing in proceedings before the Commission shall conform to the standards of ethical conduct required of attorneys before the courts of Illinois. If any person does not conform to such standards, the Commission may decline to permit such person to appear in any proceeding.

SEP 24 1984

SO3-181-CODE UNIT

**Section 200.20 Sessions**

Four sessions will be held by the Commission each month (except the month of August, when only one such session, to be specially set, will be held) for the purpose of hearing motions, evidence and oral argument, for conference and the entry of orders, and for the conduct, advancement and hearing of pending proceedings. The first session will convene on the first Tuesday after the first Monday in each month, and a like session will be held on each succeeding Tuesday. The first and third monthly sessions will be held at Springfield, and the second and fourth sessions at Chicago. Special sessions may be held at such times and places as the Commission may determine.

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SEP 24 1984

SOS - ISL - CODE UNIT

**Section 200.10 Communications to the Commission**

All communications to the Illinois Commerce Commission (hereinafter called "Commission") shall be addressed to the Chief Clerk of the Commission at Springfield, Illinois, unless otherwise directed. The office of the Chief Clerk of the Commission at Springfield, Illinois, is the official office of the Commission for the filing of papers.

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SEP 24 1984

SOS - ISL - CODE UNIT



TITLE 83: PUBLIC UTILITIES  
CHAPTER I: ILLINOIS COMMERCE COMMISSION  
SUBCHAPTER b: PROVISIONS APPLICABLE TO MORE THAN  
ONE KIND OF UTILITY

PART 200  
PRACTICE IN PROCEEDINGS BEFORE THE  
ILLINOIS COMMERCE COMMISSION  
(GENERAL ORDER 154)

Section	
200.10	Communications to the Commission
200.20	Sessions
200.30	Parties
200.40	Complaints and Petitions
200.50	Answers
200.60	Amendments to Pleadings
200.70	Motions
200.80	Form of Papers
200.90	Service
200.100	Prehearing Conferences
200.110	Conduct of Hearings
200.120	Subpoenas
200.130	Depositions
200.140	Documentary Evidence
200.150	Examiner's Report
200.160	Briefs, Oral Argument, and Draft of Suggested Order
200.170	Additional Hearings
200.180	Applications for Rehearing or Reconsideration
200.190	Notice of Appeal
200.200	Substitution of Parties
200.210	Continuances and Extensions of Time
200.220	Minutes and Records
200.230	Copy of Rules on Appeal
200.240	Computation of Time
200.250	Suspension or Modification of Rules
200.260	Construction of Rules
200.270	Repeal of Prior Rules

AUTHORITY: Implementing Article V and authorized by Section 8 of "An Act concerning public utilities" (Ill. Rev. Stat. 1981, ch. 111 ¾, pars. 64 et seq. and 8).

SOURCE: Filed and effective January 15, 1960; codified at 8 Ill. Reg. 18459

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